

Section 20 - Terms and Definitions

- ***Collateral:*** Access to information identified as National Security Information that is not subject to enhanced security protection required for Special Access Program (SAP) information.
- ***Debrief:*** To remove an access level; requires debrief date and reason for debrief.
- ***Indoctrinate:*** To assign an access level to a cleared employee once they have a completed investigation or interim approval.
- ***In-Process:*** To enter person into your PSM Net.
- ***Notifications:*** The means by which you will be notified of any JPAS actions indicated on the JPAS Welcome Screen by a magnifying glass just to the left of the Notifications sub-menu item.
- ***Organization:*** An Organization is a unique code that has been assigned for each CAGE (Industry) and UIC (DoD) within the JPAS system. The Organization's identifier for Industry contains the CAGE code immediately followed by a hyphenated "I." For example, CAGE "1D020" would be established as "1D020-I." Each person within JPAS must be assigned to an organization.
- ***Out-Process:*** To remove a person no longer assigned to your SMO.
- ***Owning/Servicing:*** When adding someone to your SMO, you must determine if you want to "own" them or just "service" them. The easiest way to determine if you should own or service a person is to ask the question, "Who is responsible for updating this person's security clearance?" If you are responsible, then you should "own" this person.
- ***Personnel Security Management Network (PSM Net):*** A PSM Net is a listing of everyone within your SMO (listed by SSN) for whom YOU are responsible for maintaining/updating their security clearance information.

